

How to Submit an Application

*To the California Commission on
Teacher Credentialing*



**State of California
Commission on
Teacher Credentialing**

How to Apply for a Document

First-time California credential applicants must submit items 1–6 in one package. Incomplete applications will be returned to the sender.

1. *Application (form 41-4)*
2. *Character and Identification (form 41-CIC)*
3. *Livescan (form 41-LS) or two fingerprint cards (FD-258)*
4. *Exam score reports, when applicable*
5. *Official transcripts and other necessary materials*
6. *Current fees*

The Commission will accept your baccalaureate degree or a higher degree only if it was completed at a college or university with regional accreditation.

If any college course work has been completed outside of the United States, an evaluation of that course work by a foreign transcript evaluation service recognized by CCTC must also be submitted with the application for the credential.

How to Renew a Document

To renew documents issued by the Commission, submit items 1–3 in one package. Incomplete applications will be returned to the sender.

1. *Application (form 41-REN)*
2. *Official transcripts and other supporting materials*
3. *Current fees*



How to Convert from a Preliminary to a Professional Clear Credential

When you have met the specific credential requirements, submit items 1–4 in one package. Incomplete applications will be returned to the sender.

- 1. Application (form 41-4)*
- 2. Exam score(s) reports, when applicable*
- 3. Official transcripts and other supporting materials*
- 4. Current fees*

Materials That Must Be Originals

- 1. Signature on the application (form 41-4), and Character and Identification Clearance including Verification of Good Standing (form 41-CIC)*
- 2. Livescan receipt (second copy of 41-LS) or fingerprint cards (FD-258)*
- 3. Letters from a college or university registrar*
- 4. Verification of Peace Corps experience*
- 5. Transcripts, if the application is submitted directly to the Commission*

Who May Submit Applications to the Commission

Day-to-Day Substitute Permits may be applied for directly by an individual or by an employer.

Emergency Permits for elementary and secondary schools are available only at the request of an employer.

Teaching or services credentials for individuals prepared at California colleges or universities must be formally submitted by the specific institution where the program was completed.

Individuals trained outside of California may apply directly to the Commission for a teaching or services credential.

If you need additional information about credentialing requirements in California or about filing your application, you may write, telephone, or e-mail the California Commission on Teacher Credentialing at the address on the back of this brochure.



State of California
California Commission on Teacher Credentialing
P.O. Box 944270
1900 Capitol Avenue
Sacramento, CA 94244-2700

Telephone: (916) 445-7254 or (888) 921-2682

E-mail: credentials@ctc.ca.gov

Web site: www.ctc.ca.gov